

SECRET

Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140063-3

REPORTS INVENTORY

CONTROL NO.

PREPARE IN DUPLICATE

DDS/OTR/ ☐ - 1 25X1

1. TITLE OF REPORT (If a fill-in report include Form No.)

Program Call

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA

☒

PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

☒

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

5

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Annual

6. DISTRIBUTION (No. of components not
number of copies)

3

7. FORMAT (memorandum, form
computer print-out, etc)
Memorandum

8. ADP PROCESSING

☒ YES

IF YES GIVE ADP PROCESSING NO.

☒ NO9. DIRECTIVE AUTHORITY REQUIRING REPORT 25X1
Memo to School & Staff Chiefs,
OTR and ☐ from DTR.10. PREPARING COMPONENT (include lowest level
contributing information to report)☐ Staff11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

None

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	<input checked="" type="checkbox"/> HOURS PER REPORT	=	COST PER REPORT	<input checked="" type="checkbox"/> TIMES PREPARED	=	COST PER YEAR
GS-16	14.50	8		116.00	1		\$ 116.00
GS-15	12.80	16		204.80	1		204.80
GS-14	11.00	10		110.00	1		110.00
GS-12	8.00	12		96.00	1		96.00
GS-09	5.70	4		22.80	1		22.80
GS-08	4.90	8		39.20	1		39.20

B. COSTS OF COMPUTER PRODUCED REPORTS

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TOTAL COSTS PER YEAR

\$588.80

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Required annually for preparation of Budget estimates for the next five Fiscal
Years. Requirement initiated by O/PPB in response to BoB directives.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT

☒

RETAIN AS IS

☐

OTHER (explain)

☐ CHANGE☐ DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

0

0

STAT

16. DATE OF INVENTORY

29 Sep 70

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18. EXTENSION